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April 16, 1990

John O'Neill
Co-Founder
Oxford House, Inc.
4911 Oxford Drive
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Dear John:

Enclosed please find a draft copy of the Alcohol and Drug Free Housing Manual (ADF Manual) upon which we have all been laboring for the NIAAA. Barbara Lubran and Peggy Murray of the NIAAA have made several comments, summarized below, to be incorporated in a second draft.

Please review the entire enclosed draft, as well as your own chapter. I will be contacting each of you individually about your own chapter. NIAAA will take a look at your review comments, and at the response to the first-draft comments shown below. Then the second draft will be sent outside reviewers. Recommendations from the outside reviewers, at NIAAA's discretion, will then be incorporated into a third and final draft.

The target date to finish the third draft is the end of June. Most of the first-round review comments, provided below, should not be difficult to manage. Generally, NIAAA is pleased with this first draft, and believes it will make an important and unique contribution to the Demonstration Program.

NIAAA review comments:

1. Footnotes and resource citations must follow a uniform format throughout. Each Chapter should include key references for follow-up technical work. These references will be incorporated into a separate Chapter. The references should be readily obtainable and intelligible to the intended audience (alcohol/drug recovery programs and program administrations).

2. Order of the Chapters should be modified to reflect a step-wise approach to project development. NIAAA prefers that the Chapters be reorderd as follows: Introduction, Site Acquisition, Architecture/Engineering, Financial and Legal Issues (Feasibility Studies and Tenant/Landlord Relations), Funding Resources and Strategies.

3. Content of the Chapters is generally acceptable to NIAAA, with the exception of Chapter Three, which should be rewritten to put more emphasis on local and state funding, and less on Federal programs (Federal programs can be treated in summary form, especially since particulars will change from year to to year).

4. In light of NIAAA's mandate as a research-oriented agency, the thrust of the Technical Assistance paper should be on "sharing knowledge" about current strategies for development of ADF Housing. Emphasis should be upon transfer of knowledge from the "housing experts" to the "program experts." Writing should emphasize skill and knowledge necessary to accomplish an ADF housing project. Writing should take current federal, state, and local housing policy as a framework within which to operate, rather than to criticize or praise that policy. No discussion is needed regarding advocacy or criticism of particular housing policies; no comment is needed upon the performance (or lack thereof) of any agencies or programs, at any level of government.

5. I will do "connective writing" to tie together the several chapters, smooth transitions, create a common style, etc.

6. Chapter Six will be supplemented with a description of a program for women and children (program to be selected; any recommendations?).

7. Assume that the reader (primary audience: an alcohol/drug program or administration) is capable, well-motivated. Assume the reader has a basic knowledge of facilities planning and some thoughts about appropriate design of residential facilities, but little practical experience and very little technical knowledge.

8. Would each of you please look over the other chapters, and give me your ideas on how the second draft can best accomplish the above seven points? I'd greatly appreciate it. Please let me have your comments within the next two weeks.

Thanks for your good work thus far. Again, I'll be calling each of you soon to discuss your Chapters in detail.

Yours sincerely,

Friedner D. Wittman
Editor

cc: Barbara Lubran